

What are the steps to selling or disposing of a school bus?

Always make sure that the bus has been declared surplus by your Board of Directors. You have three options for selling the bus:

1. Go out to bid yourself:
 - a. Advertise in a local paper of circulation for one day
 - b. Wait 30 days after advertising
 - c. Sell or trade
2. Go through state surplus
 - a. You can sell the bus this way and avoid going out to bid.
 - b. You will sign a simple contract agreement and the state holds and auction on your behalf.
 - c. You will have to take the bus down to Fife
 - d. Contact information is, Bob Tubig, State Surplus, 253-333-4900 ext 225
3. Sell directly to another district (must be a post 77 model)
 - a. You can put a description through me and I can email it out statewide
 - b. You can set an amount that you would like to charge
 - c. You don't have to wait if you are not asking for highest bidder
 - d. You can ask for bids from districts in a more informal way, but set a specific time and date for bid openings

After you sell a bus you must fill out a [School Bus Disposition Form](#)

Send the disposition to [Anna Esquibel](#), Regional Coordinator and remember to attach the plastic operating permit to the disposition form!

After you fill out the Disposition:

- a. The bus is taken off of the state bus inventory report and Washington State Patrol will not ask to inspect it.
- b. You can keep the bus in your district but cannot transport students in it,. In addition, you must re-submit the disposition if you originally kept the bus in district and then you decided to sell it.

Get your bus ready to go:

- a. Follow the WAC which is in place to protect your district's liability:
WAC 392-143-050 Resold school buses
A school district which sells a school bus to anyone other than another school district shall be responsible for removing the school district's name and number and all lettering and markings identifying the vehicle as a school bus prior to its delivery to the purchaser. However, if the district sells the school bus to a private party who certifies in writing that the school bus shall be used as a private carrier bus, the district need not remove the four or eight light warning system and stop signal arm.

b. Contact the buyer and make arrangements for delivery or pickup.